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# ELECTRONIC DOCUMENT REVIEW (EDR) USER GUIDE

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## DEVELOPMENT SERVICES BUILDING PERMIT APPLICATIONS

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## Electronic Document Review (EDR) Application Process

Electronic Document Review (EDR) is a new on-line application submittal process provided for limited number of residential permit types. EDR allows applicants to access the [On-line Permit Manager](#) (also known as Citizen Access Portal) to submit applications and to receive review comments, redlines, approved plans and issuance documents. The on-line system involves a 7-step process for submitting application, upload of Adobe PDF application materials, payment of fees and obtaining a tracking number. The process allows you to submit and check the status of the EDR submittal on-line 24 hours a day, 7 days a week.

**Please note:** All EDR application submittals go through the same standard review process as hardcopy paper submittals. Submittal of an EDR application does not expedite the review.

The benefits of the EDR application process eliminates the need for multiple paper copies and a saves on trips to the Maricopa County Planning and Development Department for submittal of application, revisions or modifications. The electronic copy of application materials are simultaneously routed to all County agencies for review/comments. The process will provide the applicant redlines and comments from all agencies in a single consolidated document.

Identified below is a quick checklist of items required to process an application on-line:

- ✓ Setup an On-line Permit Manager Account via [On-line Permit Manager](#) (also known as Citizen Access Portal)
- ✓ EDR Application User Guide – Provides detailed instructions on the application requirements and the on-line submittal process
- ✓ Completed and signed Building Activity Application and supporting documents and plans saved in Adobe PDF format
- ✓ Trust account, credit card or bank account to pay application fees

The on-line application process includes a streamlined 7-Step process on-line. The submittal allows you to save a pending application and come back at a later date to complete the submittal. A temporary number will be generated if you decide to hold off on application submittal. Please note this temporary number does not start the review process and is not routed to the Digital Counter for processing.

The streamlined process includes the following screens:

1. **Project Information** – description of project and selection of land use application
2. **Applicant Information** – applicant contact information
3. **Owner Information** – ownership contact information
4. **Attachments** – upload of application materials
5. **Review** – review of data entry for the EDR application
6. **Pay Fees** – payment of application fees for certain permit types, if applicable
7. **Initialization** – case tracking number provided



## How to Setup an Account – On-line Permit Manager

Go to the [On-line Permit Manager](#) to register for an account.

**Register for an Account** - Click on 'Register for an Account'. EDR application submittal requires setting up an On-Line Citizen Access account. Begin Account Registration by reviewing and accepting the general disclaimer.

The screenshot shows the Maricopa County Online Permit Manager website. A red circle highlights the 'Register for an Account' link in the top right corner. A red box highlights the text: 'Create an account by selecting 'Register for an Account' or select 'New Users: Register for an Account''. A red arrow points from this box to the 'New Users: Register for an Account' link in the bottom right corner. The website layout includes a navigation bar with links: Home, Development Services / Code Compliance, Planning Services, P&D Records Request, and more. Below the navigation bar is an 'Advanced Search' dropdown. The main content area is titled 'Welcome to Maricopa County's Online Permit Manager.' and contains a list of services: Submit an application for a Building Permit or a Planning Case, Search for a Building Permit, Planning Case, or Code Compliance Case, Schedule an Inspection, and Submit a Public Records Request. The bottom of the page features a grid of links for Development Services / Code Compliance, Planning Services, General Information, P&D Records Request, and MCDOT.

Home Development Services / Code Compliance Planning Services P&D Records Request more ▾

Advanced Search ▾

Create an account by selecting 'Register for an Account' or select 'New Users: Register for an Account'

Welcome to Maricopa County's Online Permit Manager.  
The Planning and Development Department is now offering expanded online services for customers. In order to access some of the services listed below, you will need to register for an account. This website is compatible with Internet Explorer v11, Silverlight v5, Firefox v51, Opera v42, and Chrome v56. To begin, please verify your browser version and adjust your browser settings to allow pop-ups.

- **Submit an application for a Building Permit or a Planning Case.**  
Once you have registered for an account, you may submit an online application for various permit/case types. Please visit our website prior to submitting, in order to understand the online process and the submittal requirements.
- **Search for a Building Permit, Planning Case, or Code Compliance Case.**  
Utilize the appropriate tab above to search for the review/submittal status of your permit or case. Customers can research a parcel's permit history, view their project status, or check permit conditions.
- **Schedule an Inspection.**  
Once you have searched for your building permit, you can use our online service to schedule an inspection for your project.
- **Submit a Public Records Request.**  
Submit a records request to find Planning and Development records from previous projects.

If you have questions about the online services offered, or if you need assistance, please call our Customer Service team at (602) 506-3301 or email us at [pdcustomerservice@mail.maricopa.gov](mailto:pdcustomerservice@mail.maricopa.gov).

Development Services / Code Compliance  
Search Building Permits/Code Compliance  
Submit an Application  
Schedule an Inspection

Planning Services  
Search Applications  
Create a Planning Application

General Information  
Lookup Property Information

P&D Records Request  
Search Public Records Request  
Submit a Public Records Request

MCDOT  
Search Applications

Register for an Account Login

Login  
User Name or E-mail:  
Password:  
Login »

☐ Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

[Home](#) [Development Services / Code Compliance](#) [Planning Services](#) [P&D Records Request](#) [more](#) ▼

[Advanced Search](#) ▼

### Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

**General Disclaimer**

Information presented on this website is collected, maintained, and provided for the convenience of the user. While every effort is made to keep such information accurate and up-to-date, Maricopa County does not certify the authenticity of any information that is provided on this website. Under no circumstances, will Maricopa County be liable for any actions taken, or omissions made, from reliance on any information contained herein from whatever source, nor will Maricopa County be liable for any consequences from any such reliance.

☒ I have read and accepted the above terms.

[Register for an Account](#) [Login](#)

**Step 1** – Review the General Disclaimer and click the checkbox to accept the terms, click on ‘Continue Registration’.

[Home](#) [Development Services / Code Compliance](#) [Planning Services](#) [P&D Records Request](#) [more](#) ▼

[Advanced Search](#) ▼

### Account Registration Step 2: Enter Account Information

\* indicates a required field.

#### Login Information

\* User Name:

\* E-mail Address:

\* Password:

\* Type Password Again:

\* Enter Security Question:

\* Answer:

#### Contact Information

Choose how to fill in your contact information.

[Add New](#)

[Continue Registration »](#)

**Step 2** – Enter the Account Information and Contact Information and click on ‘Continue Registration’.


★ **Applicant – Quick Tip** – once this information is saved in the system, you can click on ‘Select Account’ during the EDR application process, and the database will retrieve your contact information without having to retype or enter the data.

**Step 3** – Account registration information screen will appear, with confirmation of registration. You will also receive an e-mail confirming account registration.

[Register for an Account](#) [Login](#)

[Home](#) [Development Services / Code Compliance](#) [Planning Services](#) [P&D Records Request](#) [more](#) ▼

[Advanced Search](#) ▼

 Your account is successfully registered.

**Your account has been successfully created.**

Congratulations! You have successfully created an account with the County. An e-mail has been sent to you with instructions for verifying your information. If you have registered as a licensed professional, additional activation by the County may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

#### Account Information

User Name:	appegater
E-mail:	racgeo7@gmail.com
Password:	*****
Security Question:	Name of Dog

#### Contact Information

Rachel Applegater	Home Phone: 602-372-3018
Planning	Work Phone:
501 N. 44th Street	Mobile Phone:
appegater@gmail.com	Fax: 602-506-3301

## Types of Building Applications being accepted for EDR

Planning and Development currently has all residential permit types available for the EDR on-line application process. The following listing identifies all permit types being accepted for EDR submittal.

*Applicant Tip: Please see the individual sections within this User Guide for required application materials, instructions, required attachments and fee structure.*

Residential New	Residential Accessory	Residential Addition
Residential Alteration	Residential Demolition	Residential Manufactured Home
Residential New w/ Basement	Residential Pools and Spas	Residential Production
Residential Minor Mechanical/ Plumbing/Electrical	Expedited New	Residential Minor Non-Technical
Residential Minor Web Issued	Expedited Pools and Spas	

## Download the Application Form and listing of Required Documentation

Download the Building Activity Application and Residential Construction Packet on our website from the [Residential Construction page](#). These materials will contain the complete application packet, an applicant guide, residential checklist, zoning information, inspection guidelines and other pertinent information. In addition, online submittals will require the Digital Customer Checklist found on the [EDR website page](#).

The **Building Activity Application** and the **Digital Customer Checklist** must be filled out completely with signatures. Once the forms are filled out and signed, scan the documents as Adobe PDFs for upload on Step 4 - Attachments.

## Submittal Requirements and Recommendations

Please use the following instructions to prepare your documents for electronic plan check. Note that *Plans* have different submittal recommendations than supporting documents/attachments.

- ✓ All PDF files must be under 50 MB in size.
- ✓ Paper sizes should not exceed 36x48 inches.
- ✓ Resolution should not exceed 200 DPI.
- ✓ Files must be saved in PDF 1.4 OR GREATER.

*Applicant – Quick Tip: Retain a copy of the submitted file to later verify the filename and sheet order (during resubmittal). **Revision/Resubmittals may be rejected if not submitted with a filename that exactly matches the original submittal filename.***

### **A. PREPARING PLANS FOR SUBMITTAL**

**Creating PDF's:** Each 'Plan' (or 'Plan set') must be saved as a **flattened/optimized PDF**. Flatten the drawing layers in your CAD program prior to creating the PDF, or use the 'SAVE AS/FLATTENED' and/or **optimized** PDF option available in your PDF tool. Plans that have 'layers' are not acceptable.

Saving PDF's with consistently formatted, sequential bookmarks is helpful and encouraged. If multiple PDF's are merged, verify that bookmarks are consistent. Nested bookmarks are not officially supported. Ideally, a bookmark consists of the Sheet number and a short description (*example: G1.0 General Notes*)

### Naming Plan Sets:

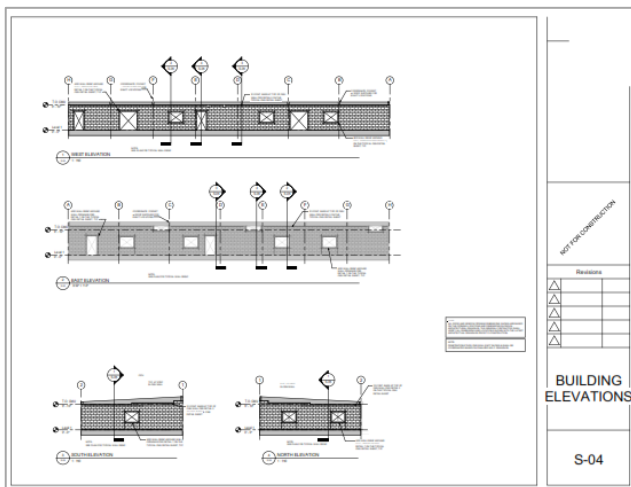
We recommend grouping and submitting plans in smaller, logical sets to facilitate the electronic plan review. For example, the Grading and Drainage plans should include all pages in one pdf; photovoltaic details should all be grouped in one pdf; building plans should be in one pdf, etc.

### Page Orientation and Alignment:

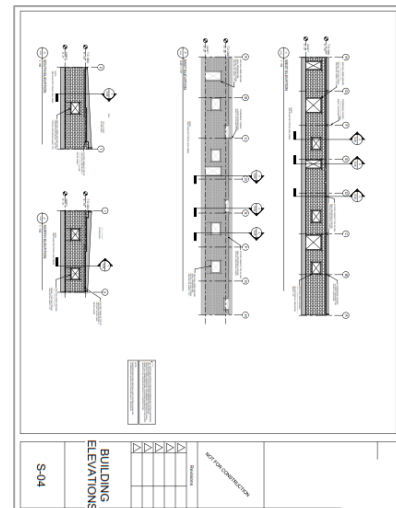
1. Pages must all be properly oriented, meaning upright, **not** sideways or upside down, so that the document can be viewed without rotation. Failure to submit correctly oriented plans will result in the rejection of the plans and closure of the permit number during Digital Intake, see the Digital Customer Checklist.

#### ★ Applicant – Quick Tip

To verify that pages are properly oriented, open the document in your PDF application and do a ‘**print preview**’. Scroll through each page in the preview window to make sure the pages are properly oriented. Make sure the correct paper size is selected.



**CORRECT**



**NOT CORRECT**

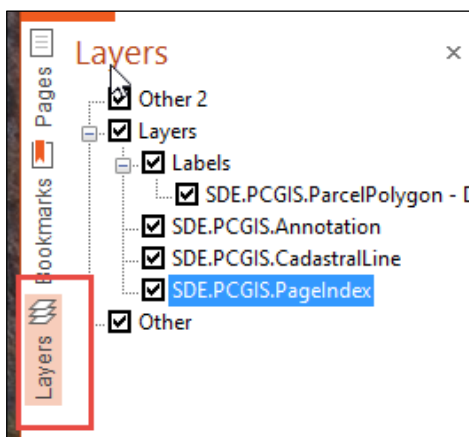
2. Alignment: Plan drawings must be created in your CAD program so that drawing perimeters ‘line up’ exactly when overlaid electronically.
  - Revised/corrected plans must ‘line up’ with the original submittal to facilitate comparing versions electronically.
3. Plans must be saved ‘to-scale’ to ensure proper measuring of lines and areas electronically.
  - Include a scale on each sheet or include the measurements for each object.

4. Plans should be plotted/drawn using a black and white plot style. Grayscale, monochrome and colored pens are not encouraged.
5. **Do not submit password protected or locked PDF documents.** Plan reviews are conducted on copies of the original files provided. The original PDF's are not changed in any manner.
6. After saving the CAD files to PDF format, **ensure that no 'comments' or 'editable content' exists** in the file. (Embedded hyperlinks are acceptable.)
7. Paper plans scanned from a photocopy to PDF format are acceptable, but should be clearly legible and follow the same rules noted above.
8. Open each PDF using *Adobe Reader/Adobe Pro* and select 'File/Save As'. Adobe is the best tool for resolving corrupted or malformed files. Do not submit PDF's that Adobe indicates are corrupted.
  - Ensure the file name meets the naming recommendations noted above.

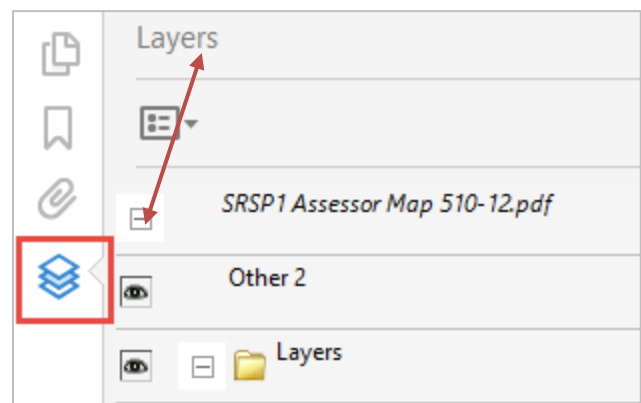
Electronic plan review software relies on correct (PDF/A compliant) information that is embedded in every PDF document (the *metadata*). For intellectual property and security reasons, plan review software does not and should not change incoming files. Here are some guidelines for *resolving potential issues* before you submit your plans.

#### How can I tell if my PDF has 'Layers' or other 'Editable Content'?

Most *PDF compliant* software (like *Adobe Reader*, *Adobe Pro*, *Nitro Pro*, etc.) display a *Layers icon* when a document contains layers, (see below). The Layers icon is not displayed if the file contains no layers recognized by the PDF tool.



Nitro Pro PDF – with 'Layers'



Adobe Reader PDF – with 'Layers'

Other 'Editable content' includes: active **form fields**, **stamps**, **comment** or **text boxes**, **signatures**, or **markups** that can be deleted from the PDF by any user. Editable fields will have a blue background within the PDF.



Open the Comment window in your PDF tool to see these types of objects. If any of these are found, please flatten the PDF or remove them. These include plans that use *AutoCAD SHX Text* objects – this font type that has compatibility issues in many PDF viewers.

#### Why do 'Layers' and 'Editable Content' need to be removed from the PDF?

Many tools on the market convert CAD drawings/plans to a PDF format. Unfortunately, some of these tools do not properly translate CAD layers or content. Additionally, conversion irregularities introduced by the CAD program or flatbed scanner may introduce errors into the PDF document. Do not submit files with *any editable content*. If an 'object' can be edited or deleted in the PDF, the document is not acceptable.

#### Why is page rotation so important?

PDF tools that allow users to 'rotate' pages should properly record that 'rotation' within the PDF document. When this rotation is not properly set by the PDF software, those pages may end up printing upside down or sideways when they are sent to a printer.

#### What does PDF optimization do?

PDF Optimization reduces file size by removing embedded fonts, compressing images and removing unused objects and improper metadata. Optimization is critical to reduce or eliminate PDF corruption.

#### B. NAMING SUPPLEMENTAL DOCUMENTS

Supplemental documents or attachments are any files that are not plan sets. These may include Permit Applications, Soils Reports, Calculations, images, etc. These must also be **submitted in PDF format with a unique, descriptive filename.**

#### Attachments and Naming Convention Structure

There are specific naming conventions that must be followed when saving files for EDR application submittal. The table shown below specifies the required application submittal documents and required naming convention and document descriptions. This may not be all inclusive.

<u>Required Documents</u>	<u>Application Documents</u>	<u>Naming Convention</u>	<u>Document Description</u>
✓	Building Activity Application	BLDG-APPL	1 <sup>st</sup> Sub-Building Activity Application
✓	Digital Checklist	DIGT-CKLT	1 <sup>st</sup> Sub-Digital Checklist Form
✓	Unofficial/Official Recorded Deed	DEED-DETL	1 <sup>st</sup> Sub-Deed
✓	Site Plan	SITE-PLAN	1 <sup>st</sup> Sub-Site Plan
✓	Grading and Drainage Plan	GRAD-PLAN	1 <sup>st</sup> Sub-G&D Plan
✓	Construction Plans	BLDG-PLAN	1 <sup>st</sup> Sub-Building Plans
If applicable	Structural Calculations	STRU-CALC	1 <sup>st</sup> Sub-Structural Calculations
If applicable	Truss Calculations	TRUS-CALC	1 <sup>st</sup> Sub-Truss Calculations
If applicable	Load Calculations	LOAD-CALC	1 <sup>st</sup> Sub-Load Calculations
If applicable	Specifications	SPEC-DETL	1 <sup>st</sup> Sub-Specifications
If applicable	Fence, Gate or Wall Details	FENC-DETL	1 <sup>st</sup> Sub-Fence, Gate or Wall Details
If applicable	Drainage Report/Plan	DRAI-RPTS	1 <sup>st</sup> Sub-Drainage Report

If applicable	Environmental Serv. Documentation	ENVS-DOCU	1 <sup>st</sup> Sub-Environmental Receipt
If applicable	Standard Plan Authorization Letter	SPAL-LTTR	1 <sup>st</sup> Sub-Standard Plan Authorization Letter
If applicable	Will Serve Letter	WLSR-LTTR	1 <sup>st</sup> Sub-Will Serve Letter
If applicable	Work Order for MH	WKOR-DOCU	1 <sup>st</sup> Sub-Work Order
If applicable	PUE Waiver	PUEW-DOCU	1 <sup>st</sup> Sub-PUE Waiver
If applicable	Finished Floor Letter	FFLT-LTTR	1 <sup>st</sup> Sub- Finished Floor Letter
If applicable	Temporary Benchmark Letter	TMBK-LTTR	1 <sup>st</sup> Sub- Temporary Benchmark Letter
If applicable	Special Inspection Certificate	SPLI-DOCU	1 <sup>st</sup> Sub- Special Inspection Certificate
If applicable	Contact Supplemental	CONT-DOCU	1 <sup>st</sup> Sub- Contact Supplemental
✓	Response letter	RESP-LTTR	2 <sup>nd</sup> Sub-Response Letter

## Required Documents

For all submittals, the **Building Activity Application** and associated pages must be completed and uploaded. This is a fillable pdf form found on our website at <http://az-maricopacounty.civicplus.com/3991/Departmental-Forms-Page>

A site plan or grading and drainage plan is also required with most submittals. You may refer to the **Submittal Matrix** also found on the Departmental Forms page of our website. There are some permit types that can use an aerial in lieu of a site plan. Under “Checklists” on that same page, you will find the **Typical Site Plan Example with Checklist**.

Construction plans are also required and can vary depending on the work to be permitted. Refer to the **Residential Construction Packet** for more information. We also have a **Construction Plan Checklist** for guidance on what needs to be included in your construction plans.

The screenshot shows the 'Departmental Forms Page' with a sidebar menu on the left containing 'Development Services Forms' and 'Planning Forms'. The main content area is divided into several sections:

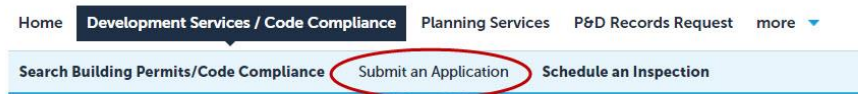
- General Information:** Includes links for As-Built Record Drawing Requirements (PDF), Building Permit Information Sheet (PDF), Expired Permit Information (PDF), Fast Track Program (PDF), Fast Track Quick Look (PDF), Inspection Information (PDF), Permit Action Request Form (PDF), Permit Process Overview (PDF), Permit Research Request Form (PDF), Public Utility Easement Waiver (PDF), Submittal Matrix (PDF), and Zoning Verification Request Form (PDF).
- Submittal Forms:** Includes links for Application Only Packet (PDF), Contact Supplemental (PDF), Residential Construction Packet (PDF), Minor Permits Packet (PDF), Pools and Spas Packet (PDF), Manufactured Housing Packet (PDF), Commercial for New Construction Packet (PDF), Commercial Tenant Improvement Packet (PDF), Commercial Signs Packet (PDF), Grading Packet (PDF), Modification Financial and Service Acknowledgement Form (PDF), and Standard Plans 2015-03 (PDF).
- Checklists:** Includes links for Combined Engineered Plan Submittal Checklist for Commercial (PDF), Combined Engineered Plan Submittal Checklist for Residential (PDF), Typical Site Plan Example with Checklist (PDF), P.U. Sign Checklists (PDF), Commercial Checklist (PDF), Construction Plan Checklist (PDF), and Residential Site Plan and Building Plan Checklist (PDF).
- Guide Sheets:** Includes links for As-Built Record Drawing Requirements (PDF), Fence Details (PDF), Carport Enclosure Building Standards (PDF), Building Elevation Requirements (PDF), Attached Patio Carport Building Standards (PDF), and Fence Details for Sun City and Sun City West (PDF).

The **Digital Checklist** is also a required document and must be signed and submitted with your other documents.

It is necessary that all documents follow the Naming Convention as outlined above. Failure to follow the Naming convention will result in the closure of your permit.

### [EDR – Select a Permit/Application Type](#)

Once an account has been setup, login with the account information and follow the steps as identified below for application submittal.



Go to 'Development Services/Code Compliance' located within the top banner. Navigate to the blue banner and click on 'Submit an Application'.

Review the General Disclaimer and check the box indicating that you have read and accepted the terms. Click on 'Continue Application'.

A screenshot of the 'Online Permit Application' page. At the top, the navigation bar is the same as in the previous image. Below the banner, the page title is 'Online Permit Application'. The main content area starts with a welcome message: 'Welcome to Maricopa County's Online Electronic Document Review (EDR) application submittal portal...'. This is followed by a 'General Disclaimer' section with a scrollable text area. Below the disclaimer, there is a checkbox labeled 'I have read and accepted the terms above.' which is checked. At the bottom of the form is a blue button labeled 'Continue Application »'.

On the drop down listing, click the arrow to expand the **Residential, Minor Residential** or **Expedited** permit selections. Select the button for the permit type appropriate to your project. Click on 'Continue Application'. For instructional purposes, we will continue with a Residential New permit type.

[Home](#)
[Development Services / Code Compliance](#)
[Planning Services](#)
[MCDOT](#)

[Search Building Permits/Code Compliance](#)
[Submit an Application](#)
[Schedule an Inspection](#)

### Select a Permit/Application Type

Please select the permit or case type below that best fits your project. Links on the Planning and Development Services website offer assistance with [Permit Descriptions](#) and a [Glossary of Terms](#).

Please be aware that selecting the incorrect permit or case type may delay the review of your submittal documents and the issuance of your permit. Please utilize the links above and the help buttons on the following page to ensure you have selected the correct permit or case type. You may also speak with our Customer Service staff from 8am to 5pm, Monday through Friday at (602) 506-3301 or email our staff at [prndcustomerservice@mail.maricopa.gov](mailto:prndcustomerservice@mail.maricopa.gov).

Several permit types require pre-authorization or a Planning review prior to submittal. These include some Commercial permits, the Annual Facilities Program, the Expedited Program, Standard Plans, and certain Compliance Inspections. When selecting these permit types, please see the information of the following page to verify that you have meet all of the pre-requisites for these permit types.

Please also note that Land Use cases (Agricultural Exemption, Legal Non-Conforming, Group Home, etc.) are submitted via this page. Additional information for Land Use Cases can be found on our [website](#).

Residential

☐ Residential Accessory
 ☐ Residential Addition
 ☐ Residential Alteration
 ☐ Residential Demolition
 ☐ Residential Manufactured Home
 ☐ Residential New Single Family Residence
 ☐ Residential New Single Family Residence with Basement
 ☐ Residential Pools and Spas
 ☐ Residential Production (requires Standard Plan)

Minor Residential

☐ Minor Mechanical, Plumbing, Electrical
 ☐ Minor Non-Technical
 ☐ Minor Web Issued

Commercial

☐ Fence
 ☐ Expedited Program
 

☐ Expedited Accessory
 ☐ Expedited Manufactured Building
 ☐ Expedited New Single Family Residence
 ☐ Expedited Pools and Spas

Grading

☐ Standard Plans
 ☐ Compliance Inspection
 ☐ Land Use Cases

Continue Application »

## EDR – Step 1 – Project Information

On the Project Information step, fill out all required fields and then ‘Continue Application’. If you are unsure about any service providers, you may select “Not Applicable”.

[Home](#)
[Development Services / Code Compliance](#)
[Planning Services](#)
[MCDOT](#)

[Search Building Permits/Code Compliance](#)
[Submit an Application](#)
[Schedule an Inspection](#)

Residential New Single Family Residence

1 Project Information
2 Applicant
3 Owner
4 Attachments
5 Review
6
7

Step 1: Project Information > Project Information

\* Indicates a required field.

Requested Information

A. GENERAL INFORMATION

\* Estimate of Project Valuation: 150000 Dollars

B. DIRECTIONAL INFORMATION

\* Nearest Intersection: For instruction

\* Directions to Construction Site: For instruction

C. BUILDING INFORMATION

Lot Square Footage: 43560 SqFt

SERVICE PROVIDERS

\* Electric Sys: Not Applicable

\* Gas Sys: Not Applicable

\* Water Sys: Not Applicable

\* Sewer Sys: Not Applicable

\* Fire District: Not Applicable

Work Detail Information

\* Work Description: Example

Continue Application »

Save and resume later

## EDR – Step 2 – Applicant Information

This screen displays the applicant information, this will be the primary contact person with the EDR application. Staff will coordinate comments with the listed applicant. Only one applicant can be identified for notification. Please note due to creation of the On-line Permit Manager account, you can default your contact information by selecting 'Select from Account'.

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**Residential New Single Family Residence**

1 Project Information	2 Applicant	3 Owner	4 Attachments	5 Review	6	7
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**Step 2: Applicant > Applicant Information** \* indicates a required field.

### Contractor

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

[Add New](#)
[Look Up](#)

### Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#)
[Add New](#)

### Agent

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#)
[Add New](#)

[Continue Application »](#)
[Save and resume later](#)

The on-line system also allows you to enter a contractor, select ‘Add New’ and enter the contractor’s information. Or you can use the “Look Up” function to auto load a contractor’s information. Click on ‘Continue’ when completed.

[Home](#)
[Development Services / Code Compliance](#)
[Planning Services](#)
[MCDOT](#)

[Search Building Permits/Code Compliance](#)
[Submit an Application](#)
[Schedule an Inspection](#)

**Residential New Single Family Residence**

1 Project Information	2 Applicant	3 Owner	4 Attachments	5 Review	6	7
-----------------------	-------------	---------	---------------	----------	---	---

**Step 2: Applicant > Applicant Information** \* indicates a required field.

### Contractor

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

[Add New](#)
[Look Up](#)

### Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact updated successfully.

**PnD Staff**  
**Development Services**  
staff@mail.maricopa.gov  
Home phone: 6025063301  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

### Agent

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#)
[Add New](#)

[Continue Application »](#)
[Save and resume later](#)

## EDRR – Step 3 – Owner Information

This screen displays the owner's information. Please note the system is setup to enter a single property owner. Enter the Owner's name, address, city, state, zip, phone and e-mail. Please note staff will utilize the applicant's information screen (Step 2) as the primary contact with the EDR application and for providing review comments. Once the screen is completed you can click on **'Save and resume later'** or **'Continue Application'**.

[Search Building Permits/Code Compliance](#) [Submit an Application](#) [Schedule an Inspection](#)

**Residential New Single Family Residence**

1 Project Information	2 Applicant	3 Owner	4 Attachments	5 Review	6	7
-----------------------	-------------	---------	---------------	----------	---	---

**Step 3: Owner > Owner Information** \* indicates a required field.

---

**Address**

\*Street No.:  \*Street Name:  Street Type:  Direction:

Unit Type:  Unit No.:

City:  State:  \*Zip:

---

**Parcel**

\*Parcel Number:

Lot:  Block:  Subdivision:

Book:  Page:

Tract:  Legal Description:

---

**Owner**

Owner Name:

Address Line 1:

Address Line 2:

City:  State:  Zip:  Country:

Home Phone:  E-mail:

The simplest way to search for address, parcel and owner information is to use the parcel search function. Enter a partial parcel number and hit Search. A list of parcels will appear and you select the correct one and hit Select. All the information associated with that parcel will auto load.

## EDR – Step 4 – Attachments

Home **Development Services / Code Compliance** Planning Services MCDOT

Search Building Permits/Code Compliance Submit an Application Schedule an Inspection

**Residential New Single Family Residence**

1 2 Applicant 3 Owner **4 Attachments** 5 Review 6 Pay Fees 7

**Step 4: Attachments > Attachments**

Please see the EDR [Residential](#) Submittal Requirements for required application documents, naming convention, format, and file size.  
After saving each document, please wait until the "Latest Update" field for each document changes from "Pending" to the current date before continuing with your application.

**Attachment**

Ensure that all required documents show in the "Attachment" section at the bottom of the screen.

The maximum file size allowed is 50 MB.  
htm,html,mht,mhtml are disallowed file types to upload.

Name	Virtual Folders	Action	Latest Update	Description	Size
No records found.					

**Add**

Continue Application » Save and resume later

**File Upload**

The maximum file size allowed is 50 MB.  
htm,html,mht,mhtml are disallowed file types to upload.

APPL-FORM.pdf	100%
BLDG-PLAN.pdf	100%
GRAD-PLAN.pdf	100%

Continue Add Remove All Cancel

This screen allows you to upload the required Adobe PDF application and documents.

**Applicant Tip: Please note the file size limitation is 50 MB.**

Click on **'Add'** to attach files.

Once you click on **'Add'** a pop-up window will appear, click on **'Add'**, this will display the files on your computer, navigate to the files for upload and click on **'Open'**.

The pop-up for file upload will show the file name and percentage of upload.

The pop-up window has the following options:

**'Continue'** - make this selection if you have completed all upload of file documents.

**'Add'** – this feature allows you to include additional files.

**'Remove All'** – this will remove all linked attached documents.



Click on 'Continue', the attachments page will appear showing the files, percentage of upload and document descriptions. Please see the [Attachments and Naming Structure](#) within this guide for text to be entered with the document descriptions. Click on 'Save' then click on 'Continue Application'.

**Step 4: Attachments > Attachments**

Please see the EDR [Residential](#) Submittal Requirements for required application documents, naming convention, format, and file size.  
After saving each document, please wait until the "Latest Update" field for each document changes from "Pending" to the current date before continuing with your application.

\* indicates a required field.

### Attachment

---

Ensure that all required documents show in the "Attachment" section at the bottom of the screen.

The maximum file size allowed is 50 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Virtual Folders	Action	Latest Update	Description	Size
No records found.					

---

\*Type: Remove

Plan PnD

File:  
APPL-FORM.pdf  
100%

\*Description:  
1st Sub-Building Activity Application

---

\*Type: Remove


Plan PnD

File:  
BLDG-PLAN.pdf  
100%

\*Description:  
1st Sub-Building Plans

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[MCDOT](#)

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**The attachment file(s) are currently in process for upload.**  
 This step may take a few minutes before changes are reflected below in the attachment table.

**Residential New Single Family Residence**

1	2 Applicant	3 Owner	4 Attachments	5 Review	6 Pay Fees	7
---	-------------	---------	---------------	----------	------------	---

**Step 4: Attachments > Attachments**  
 Please see the EDR [Residential](#) Submittal Requirements for required application documents, naming convention, format, and file size.  
 After saving each document, please wait until the "Latest Update" field for each document changes from "Pending" to the current date before continuing with your application.

\* indicates a required field.

**Attachment**

Ensure that all required documents show in the "Attachment" section at the bottom of the screen.

The maximum file size allowed is 50 MB.  
 html,htm,mht,mhtml are disallowed file types to upload.

Name	Virtual Folders	Action	Latest Update	Description	Size
<a href="#">BLDG-APPL.pdf</a>	1st Submittal	<a href="#">Actions</a> ▼	07/14/2017	1st Sub-Building Activity Application	1002.97 KB
<a href="#">BLDG-PLAN.pdf</a>	1st Submittal	<a href="#">Actions</a> ▼	07/14/2017	1st Sub-Building Plans	11.39 MB
<a href="#">GRAD-PLAN.pdf</a>	1st Submittal	<a href="#">Actions</a> ▼	07/14/2017	1st Sub-G&D Plan	4.93 MB
<a href="#">Digital Customer Checklist.docx</a>	1st Submittal	<a href="#">Actions</a> ▼	07/14/2017	1st Sub-Digital Checklist Form	84.81 KB

[Add](#)

[Continue Application »](#)
[Save and resume later](#)

A summary screen of the uploaded attachments will appear. Please note the section marked as 'Latest Update' must change from 'Pending' to the date of application submittal, do not press 'Continue Application' until you see a date listed for each attachment.

Please note the top banner screen will indicate, 'That attachment(s) has/have been successfully uploaded' – please note this is a standard banner which will upload when the screen loads. There may be instances where the system is still generating the upload, so please wait until a date is identified in the 'Latest Update'.

Click on '**Continue Application**' to proceed to Step 5 to review the EDR application.

## EDR – Step 5 – Review

The Review screen is a summary screen of the data entered and uploaded attachments associated with the EDR application. Review each field and make any modifications by clicking on the '**Edit**' button. Review the certification statement and click the checkbox verifying application information. Click on '**Continue Application**'. See image of the Review screen on the next page.

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**Residential New Single Family Residence**

123 Owner4 Attachments5 **Review**6 Pay Fees7 Initialization

**Step 5: Review**

[Continue Application »](#)
[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Permit Type**

Residential New Single Family Residence

**Requested Information**

**A. GENERAL INFORMATION**
[Edit](#)

Estimate of Project Valuation: 150000

**B. DIRECTIONAL INFORMATION**
[Edit](#)

Nearest Intersection: For instruction  
Directions to Construction Site: For instruction

**C. BUILDING INFORMATION**
[Edit](#)

Lot Square Footage: 43560

**SERVICE PROVIDERS**
[Edit](#)

Electric Sys: Not Applicable  
Gas Sys: Not Applicable  
Water Sys: Not Applicable  
Sewer Sys: Not Applicable  
Fire District: Not Applicable

**Work Detail Information**
[Edit](#)

Work Description: Example

**Contractor**
[Edit](#)

**Applicant**
[Edit](#)

PwD Staff  
Development Services  
501 N 44th St  
Phoenix, AZ 85008  
United States  
Phone 1-6025063301  
E-mail: staff@mail.maricopa.gov

**Agent**
[Edit](#)

**Address**
[Edit](#)

4345 E BROADWAY Rd  
PHOENIX AZ 85040

**Parcel**
[Edit](#)

Parcel Number: 525-02-008D  
Legal Description: NW4 SEC30 T3N R4E S20S306257 STORAGE ROOM/OFFICE SPC/RESTROOM BEN

**Owner**
[Edit](#)

MARICOPA COUNTY  
308 W JEFFERSON ST 10TH FL  
BOARD OF SUPERVISORS  
PHOENIX AZ 85003

**Attachment**
[Edit](#)

**Errors that all required documents show in the "Attachments" section at the bottom of the screen.**

The maximum file size allowed is 50 MB.  
Invalid file extensions are disallowed file types to upload.

Name	Virtual Folders	Action	Latest Update	Description	Size
BLDG-APPL.pdf	1st Submittal	<a href="#">Actions</a>	07/14/2017	1st Sub-Building Activity Application	3062.97 KB
BLDG-PLAN.pdf	1st Submittal	<a href="#">Actions</a>	07/14/2017	1st Sub-Building Plans	11.59 MB
GRAD-PLAN.pdf	1st Submittal	<a href="#">Actions</a>	07/14/2017	1st Sub-Grd Plan	4.95 MB
Digital Customer Checklist.docx	1st Submittal	<a href="#">Actions</a>	07/14/2017	1st Sub-Digital Checklist Form	84.81 KB

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

I also acknowledge and understand that the review of my submittal does not begin until my documents have been accepted for administrative completeness to the minimum submittal requirements and the required upfront fees have been paid.

☐ By checking this box, I agree to the above certification.

Date:

[Continue Application »](#)
[Save and resume later](#)

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

I also acknowledge and understand that the review of my submittal does not begin until my documents have been accepted for administrative completeness to the minimum submittal requirements and the required upfront fees have been paid.

☒ By checking this box, I agree to the above certification.
 Date: 07/14/2017

Continue Application »
 Save and resume later

Please note the certification check box that must be checked to continue to Initialization.

## EDR – Step 6 – Pay Fees

*Applicant Tip:* Please note that step 6 is skipped as fees are not invoiced until project acceptance.

## EDR – Step 7 – Initialization

Home
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Search Building Permits/Code Compliance
Submit an Application
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Residential New Single Family Residence

1
2
3 Owner
4 Attachments
5 Review
6 Pay Fees
7 Initialization

Step 7: Initialization

Your application has been successfully submitted. Please print and retain a copy for your records.

Your Permit Number is B201705331.

Validate your attachments before leaving this website:

Please validate that the attachment files are linked to the permit number by clicking on the 'View Permit Details' button below. On the following screen, click on 'Record Info' and select the 'Attachments' option. Please ensure that all documents uploaded with your EDR application are shown within the table on the Attachments screen.

Thank you for your application submittal. Your assigned permit number is indicated above. Please note that at any time you can access the Online Permit Manager (Citizen Access Portal) to check the status of your review.

**Important Notice:**  
The permit number indicated above does not authorize any work. Your submitted documents will be reviewed for acceptance in approximately three business days. If your submitted documents do not meet minimum requirements, you will be contacted by our Intake staff with an explanation of deficiencies.

If the documents meet minimum requirements, the submittal will be accepted and upfront fees will be invoiced. You will then receive notification that you need to return to the Online Permit Manager and pay these upfront fees. Payment of upfront fees is expected to be received within 24 hours of fee notification.

Plan review of your project will not begin until all necessary documents have been submitted and upfront fees have been paid. If payment is not received within three business days of fee notification, the application will be deemed incomplete and the permit tracking number shown above will be closed. Afterwards, if a customer still wishes to apply for a permit, they may return to the Online Permit Manager and re-apply.

View Permit Details »

The final step in this process is the initialization screen which will provide a permit tracking number.

The tracking number will also be displayed within the 'My Records' screen.

### [Validation of Submitted Attachments](#)

Please validate that all submitted attachments are linked with the permit tracking number. Click on the '**View Permit Details**' button on Step 7 – Initialization. Click on '**Record Info**' and select '**Attachments**'. Please ensure that all documents were uploaded with the EDR application and are shown within the table of the Attachments screen.

### [Digital Counter Review and Assessment](#)

Once a tracking number is assigned to the project, the application materials will be submitted to the Digital Counter for review. You will receive an automated email to notify you that the Digital Counter has the submittal. If the submittal meets minimum requirements, the project will be accepted and upfront fees assessed.

At that point you will receive another automated email advising you of acceptance and that upfront fees are available for payment.

If the submittal materials do not meet the minimum requirements, you will receive notification by automated email that the permit was **Closed**. You will also receive an email with the **Digital Counter Checklist** noting what was incomplete or deficient. Note that documents have requirements as well as, i.e., Naming Convention and PDF requirements, in addition to the site and construction plan checklist items.

For projects that have been accepted, once payment has been made, the Digital Counter will move the project forward for technical review. The applicant will receive an automated email with completion of these workflows tasks. That will complete the Digital Intake Review portion of the process.